

The AFSCME Local 411 bargaining unit represents this position. Therefore, there may be contract language which could require consideration in the selection process.

MACOMB COUNTY

VACANT POSITION POSTING

CLASSIFICATION TITLE: Typist Clerk I

OPENING DATE: 09-20-06

CLOSING DATE: 10-03-06

DEPARTMENT: Prosecuting Attorney

SALARY RANGE: \$24,633.50 to \$28,152.58

CURRENT HOURS AND STARTING TIME: Full-time (37.5 hours per week) position; the starting time for this position currently is 8:30 a.m.

F.L.S.A. STATUS: Non-exempt

APPOINTING AUTHORITY: Prosecuting Attorney

GENERAL RESPONSIBILITIES:

The employee in this classification, under the supervision of an assigned supervisor, performs routine typing and general clerical work following established procedures or specific instruction; may perform the following tasks depending upon the assigned department: types memos, letters, forms, envelopes, cards, receipts, permits and other correspondence; files records and reports; posts information; sorts and distributes mail; and answers telephone; performs various clerical support duties; operates standard office equipment such as typewriters, personal computers, word processors, facsimile machines, copiers, calculators and adding machines; performs related duties as assigned.

ESSENTIAL FUNCTIONS:

- Types a variety of materials, including memos, letters, forms, envelopes, cards, receipts, permits and other correspondence according to established procedures or specific instructions.
- Enters information on records and forms.
- Receives incoming telephone calls; answers questions appropriate to skill level; relays messages to appropriate individuals or departments.
- Assists others and when necessary, directs them to the appropriate office or staff member.

ESSENTIAL FUNCTIONS (continued):

- Distributes forms and/or brochures.
- Files, searches for and retrieves records and documents.
- Bends, stoops and reaches in order to file, search for and retrieve records and documents.
- Lifts, moves and carries equipment and supplies that weigh up to 25 pounds.
- Makes duplicate copies of reports and/or information which is then routed to proper persons, departments and/or filed.
- Receives, screens, sorts and/or counts materials such as applications, permits and forms.
- Separates, sorts and stuffs envelopes for mailing or distribution.
- Operates standard office equipment such as typewriters, personal computers, word processors, facsimile machines, copiers, calculators and adding machines.

ADDITIONAL FUNCTIONS:

- The statements contained in this position description are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not to be construed as an exhaustive list of all job duties performed.

EDUCATION, TRAINING AND EXPERIENCE:

- Possession of a high school diploma or a certificate of successful completion of the General Educational Development Test.
- This is an entry level position; no prior experience is required.
- Ability to type from clear copy or rough draft at a net speed of at least 44 words per minute; and have a passing score for Job Family 4 on the General Clerical Test.
- Successful completion of the probationary period for the position of Typist Clerk I.
- Be physically able to perform the essential functions of the position, with or without, reasonable accommodation.

ADDITIONAL QUALIFICATIONS:

- Knowledge of office terminology; procedures and equipment; and of business arithmetic and English.
- Knowledge of Windows, Word and Excel.
- Ability to make routine decisions in accordance with laws and established departmental policies and procedures.

ADDITIONAL QUALIFICATIONS (continued):

- Ability to understand and follow written and oral directions.
- Ability to establish and maintain effective working relationships with staff and the public.
- Ability to conduct oneself with tact and courtesy.

All interested, current Macomb County employees, including full-time, part-time and temporary hires, must complete an Application for Internal Candidates and submit it to the Human Resources Department by 5:00 p.m. on the closing date. Internal applications can be obtained on the County Intranet or from the Human Resources Department.

THE COUNTY OF MACOMB IS AN EQUAL OPPORTUNITY EMPLOYER